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THE DEMOCRACY COMMISSION SMALL GRANTS PROGRAM (APPLICATION FORM)

U.S. Public Diplomacy Section accepts applications for the Democracy Commission grants that include all of the information listed below. Proposals will not be considered until all of this information is received, according to the format provided below. Proposals should be completed in English, or be accompanied by an English translation. Supporting documents may be in Tajik or Russian.

A. Information on the Organization Requesting the Grant

1. Project title
2. Organization name
3. Address, telephone number, fax number and e-mail address of organization
4. Juridical status, date of registration, and a copy of certification of registration
5. Resumes of project managers and organization's principal(s)
6. Project duration
7. Amount requested
8. Brief history of organization:
 - When the organization was founded;
 - What are the principal activities;
 - How the organization is funded;

B. Project Description and Justification

1. Problem Statement
2. Goal Statement
3. Objectives
4. Work Plan (please describe steps you are planning to take to achieve project goals):
 - Actions;
 - Timeframe;
 - Who is responsible;
5. Project Justification: *importance of the project (you may attach support letters), what difference it will make for Tajikistan, what are expected long-term effects of the project?*
6. Project sustainability: *how the organization is planning to continue the project after the completion of the grant support?*

C. Budget

The budget narrative should follow the actual budget presentation and describe in some detail the costs presented in the budget. If the proposal seeks funding to purchase a service or equipment that costs more than 5,000 USD per unit, the application must include three pro-forma estimates from the service or equipment vendors. The use of miscellaneous expenditure as a budget item is unacceptable. Cocktail parties, receptions and entertainment are not allowable expenses. Meals for the conference must be justified and not more than one meal a day is allowable. The total amount allocated for meals should not exceed 10% of the total requested sum. This includes expenses associated with individual per diems for grant-related activities. Salaries, overhead, equipment, and other administrative expenses are allowable only as they relate to specific project activities. Salary or honoraria should be listed according to rate of pay and percentage of time spent on program-related activities. Administrative costs should not exceed 25% of the total budget. The amount of a grant must not be more than **24,000** dollars but the Commission will give priority to the applications that offer the implementation of the similar project with lower budget.

Please provide budget information in Excel according to the following format:

№	Budget Item	Unit cost	Number of units	Duration	NGO contribution	Other donors contribution	Amount requested	Project Total

D. Identify other funding organizations you have applied to or will apply to regarding this project.

E. Does your organization have previous experience managing grant funds? If yes, please elaborate.

F. What impact will this project make on achievement of the long term goals of your organization?

Proposed projects which meet the basic criteria outlined above will be considered at a meeting of the Democracy Commission (usually held within a one month period after the call for application's deadline). The unsuccessful projects will receive a notice in a one-month period after the Democracy Commission meeting held. If your preliminary application meets the criteria of the Democracy Commission and is under further consideration, you may be asked to submit additional information. Final technical review and approval of grants is carried out by SCA staff in Washington within forty five days from its consideration in the Democracy Commission meeting in Dushanbe. If you receive funding from the Democracy Commission, you will be required to submit detailed program and financial reports upon the project completion.

Thank you for your participation.